

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **DEPUTY COUNTY CLERK**

Jurisdictional Class: **Exempt**
Date Adopted: **Unknown**
Date Revised:
Jurisdictions: **County**
Union Status: **Exempt**
Pay Grade:

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing administrative and supervisory duties related to the providing of required services and activities in the County Clerk's office. A Deputy Clerk is authorized to act generally for and in place of the County Clerk and oversees the delivery of services and proper processing of official documents and papers. A Deputy Clerk is also responsible for administering the daily operations of the Clerk's office, including the Motor Vehicle Department and the Records Management Office. Administrative direction is received from the County Clerk with wide leeway allowed for the exercise of independent judgment in planning and executing assignments. Does related work as required.

TYPICAL WORK ACTIVITIES:

Interprets and implements policies as directed by the County Clerk;
Directs staff and/or assists the public in locating files, answering questions, determining needs, and making referrals;
Oversees the operations of the recording office, records management office, motor vehicle department and central mailing;
Reviews recorded and filed instruments of property and business records;
Reviews civil court records for correct tax collections;
Assists the public in searches of land records;
Reviews passports and motor vehicle documents;
Administers oaths and notary public items;
Receives and deposits monies collected by the Clerk's offices;
Prepares reports transmitting fees and taxes to appropriate agencies;
Performs all other duties and functions of the Clerk's Office as requested by or in the absence of the County Clerk.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the services provided by the County Clerk's Office; good knowledge of the policies and procedures applicable to the efficient functioning of the County Clerk's Office; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; working knowledge of Civil Practice Law and Rules; working knowledge of account keeping practices; ability to establish and maintain good interpersonal working relationships; ability to deal with the public in a helpful manner; ability to understand and carry out complex oral and written instructions; ability to perform close, detail work involving considerable visual effort and strain; ability to operate a computer terminal; good judgment.

MINIMUM QUALIFICATIONS: None

Last Reviewed: n/a
Last Updated: n/a
Reviewed By: n/a
Last Reallocated: n/a